

Police Department (PD) Requests

RIDS receives several records inquiries from local PD's regarding 3rd party living persons. These were previously handled by the Human Resources Division (HRD) and the National Name Check Program (NNCP), and they generally pertain to individuals, who have applied for employment with the PD's. After several meetings with HRD and NNCP, it was agreed that RIDS will handle these as FOIA requests according to established procedures.

Items of note:

1. As with all other 3rd party live requests, correspondence must be perfected per FBI standards. PD's use several different forms/language, but we still require either notarized signatures, a penalty of perjury statement, etc. Send appropriate letter if unperfected.
2. PD's are required to pay duplication/search fees, if applicable. Send FEE letters as needed.
3. Pursuant to the FOIA, we are not required to answer questions, conduct research, etc. Several PD's ask questions or submit a questionnaire-type form that they would like us to fill out and return to them. **We do not do this.** Rather, we treat the PD's questions as scope parameters.
 - a. Example – if the PD instructs, "Please indicate the results of [subject's] polygraph examination ☐ passed ☐ failed," we would not check the boxes and return, but we would limit the scope of our search to material pertaining to subject's polygraph examination rather than any and all material pertaining to subject.
4. If PD indicates that the subject was a previous applicant to the FBI
 Here are some tips when searching for records on applicants –
 - a.
 - b.
 - c. If no records exist, send appropriate No Record letter.